



HHSC UNIFORM MANAGED CARE MANUAL	CHAPTER	PAGE
	12.26	1 of 4
	EFFECTIVE DATE	
MIGRANT INCENTIVES SUPPORTING DOCUMENTATION LOG INSTRUCTIONS	June 1, 2016	
	Version 2.2	

DOCUMENT HISTORY LOG

STATUS ¹	DOCUMENT REVISION ²	EFFECTIVE DATE	DESCRIPTION ³
Baseline	1.0	September 1, 2010	Initial version Uniform Managed Care Manual Chapter 12.26 "Migrant Incentive Process".
Revision	2.0	March 1, 2012	<p>Revision 2.0 applies to contracts issued as a result of HHSC RFP numbers 529-10-0020 and 529-12-0002.</p> <p>"Log Template Instructions" is modified to change "Migrant Rewards Matrix" to "Migrant Incentives Matrix."</p> <p>"Calculations" is modified to remove "and dollar amounts" and to remove the single payment for a combined STAR and STAR+PLUS Log.</p>
Revision	2.1	November 15, 2015	<p>Revision 2.1 applies to contracts issued as a result of HHSC RFP numbers 529-10-0020, 529-12-0002, 529-13-0042, and 529-13-0071.</p> <p>"Applicability" is modified to add the STAR Kids Program.</p> <p>"Log Template Instructions" is modified to add the STAR Kids Program.</p> <p>"Calculation" is modified to add the STAR Kids Program.</p>
Revision	2.2	June 1, 2016	<p>Revision 2.2 applies to contracts issued as a result of HHSC RFP numbers 529-10-0020, 529-12-0002, 529-12-0003, 529-13-0042, and 529-13-0071.</p> <p>Chapter 12.26 "Migrant Incentive Process" is renamed "Migrant Incentives Supporting Documentation Log Instructions."</p> <p>"Applicability of Chapter 12.26" is modified to add Children's Medicaid Dental Services.</p> <p>"Log Template Instructions" is modified to state that the MCO may include more than 20 organizations but the MCO will be scored only for the top 20 organizations listed. In addition, the instructions are clarified.</p>



HHSC UNIFORM MANAGED CARE MANUAL	CHAPTER	PAGE
	12.26	2 of 4
	EFFECTIVE DATE	
MIGRANT INCENTIVES SUPPORTING DOCUMENTATION LOG INSTRUCTIONS	June 1, 2016	
	Version 2.2	

DOCUMENT HISTORY LOG

STATUS ¹	DOCUMENT REVISION ²	EFFECTIVE DATE	DESCRIPTION ³
			“Calculation” is modified to clarify that HHSC will review the Part 1 and Part 2 entries in the Scoring Tool and provide feedback as needed.
¹ Status should be represented as “Baseline” for initial issuances, “Revision” for changes to the Baseline version, and “Cancellation” for withdrawn versions ² Revisions should be numbered according to the version of the issuance and sequential numbering of the revision—e.g., “1.2” refers to the first version of the document and the second revision. ³ Brief description of the changes to the document made in the revision.			



HHSC UNIFORM MANAGED CARE MANUAL	CHAPTER	PAGE
	12.26	3 of 4
	EFFECTIVE DATE	
MIGRANT INCENTIVES SUPPORTING DOCUMENTATION LOG INSTRUCTIONS	June 1, 2016	
	Version 2.2	

Applicability of Chapter 12.26

Applicability
Modified by
Versions 2.1
and 2.2

This chapter applies to Managed Care Organizations (MCOs) participating in the STAR Program, the STAR Kids Program, and/or the STAR+PLUS Program; and to Dental Contractors providing Texas Children's Medicaid Dental Services to Members through a dental plan. For purposes of this Chapter, the term "MCO" includes health maintenance organizations (HMOs), Dental Contractors, exclusive provider organizations (EPOs), insurers, and any other entities licensed or approved by the Texas Department of Insurance. The requirements in this chapter apply to all Programs, except where noted.

Background

The purpose of this Chapter is to explain how to complete the Migrant Incentives Supporting Documentation Log and how the process works.

Due Date:

- MCO submits Annual Migrant Report (see UMCM Chapter 12.3) and Migrant Incentives Supporting Documentation Log (see UMCM Chapter 12.25) no later than September 15th.
- If September 15th falls on a Saturday, Sunday, or State holiday, the MCO may submit the report the next Business Day.

Report Evaluation:

Report
Evaluation
Modified by
Version 2.2

- HHSC will evaluate the Annual Migrant Report and provide each MCO with result/comments and/or require additional information on the Report. The goal is to provide MCOs with only *one* round of comments and/or require additional information.
- Annual Migrant Report analysis information is reported in the *Frew* October Quarterly Monitoring Report (QMR) filed with the U.S. District Court.

Log Template Instructions:

Log
Template
Instructions
Modified by
Versions
2.0, 2.1, and
2.2

- The first section of the Log is for tracking collaborative efforts with migrant organizations. The second part is for tracking methods to identify Children of Migrant Farm Workers.



HHSC UNIFORM MANAGED CARE MANUAL	CHAPTER	PAGE
	12.26	4 of 4
	EFFECTIVE DATE	
MIGRANT INCENTIVES SUPPORTING DOCUMENTATION LOG INSTRUCTIONS	June 1, 2016	
	Version 2.2	

- MCOs will submit a complete Log for each Service Area and Program served. MCOs with STAR, STAR Kids, and STAR+PLUS lines of business may submit one combined Log for each Service Area. MCOs must complete the cover page tab at the beginning of each Log submitted.
- Migrant incentives for collaborative efforts are scored for the top 20 organizations with which the MCO collaborates. MCOs must complete each tab in Part 1 of the Log for each of the top 20 organizations. MCO may include more than 20 organizations with which it has collaborative efforts, but will only be scored for the top 20 organizations listed.
- The name of the organization should be clearly identified at the top of each page. The date, contact name at the organization, and contact's phone number must be listed. The activity type refers to Part 1 of the Migrant Incentives Matrix for collaborative efforts such as contacting organization by phone, doing a site visit, and attending health fairs. Select from the drop-down list on type of activity in the activity type section. The comments/results column briefly explains what occurred during the collaborative effort. If an MCO submitted agreements or any other materials for the activity, it should include a "Y" in this column. If not, then it must include an "N."
- For Part 2 of the Log, MCOs should include an "X" for each month an outreach activity was performed during the fiscal year. The numbers of each activity listed at the top of the document represents each activity as listed on Part 2 of the Migrant Incentives Matrix.
- A summary of the entries for Part 1 and Part 2 is found in the "For Office use only" section of the log.

Calculation:

Calculation
Modified by
Versions
2.0, 2.1, and
2.2

- HHSC will review the entries for both Part 1 and Part 2 and provide feedback if needed.
- Activities with migrant organizations will only be counted if supporting documentation exists.
- HHSC will send the reviewed Migrant Incentives Scoring Tool to MCOs for comment.
- MCOs generally will have 10 Business Days to provide comments to HHSC. HHSC will consider these comments prior to making the final decision regarding migrant incentives.
- MCOs submitting one combined Log for STAR, STAR Kids, and STAR+PLUS activities in a Service Area will receive one score for that Service Area.